

APPENDIX B – OPM/USAJOBS VACANCY ANNOUNCEMENT - SAMPLE 1


Please be sure to review for complete qualifications "Who may apply" and "How to apply" information.



Vacancy Announcement

UNITED STATES AIR FORCE (USAF)
AIR FORCE PERSONNEL CENTER (AFPC)

Vacancy Announcement Number:
02NOV123456

Position Title/Pay Plan/Series/Grade or Level/Promotion Potential:
HUMAN RESOURCES SPECIALIST (RECRUITMENT &
PLACEMENT) GS-0201-09/11
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Vacancy Announcement Number: 02NOV123456 (This is an External Announcement)

Opening Date: 11/15/2002

Closing Date: 11/21/2002

Position Title/Pay Plan/Series/Grade or Level/Promotion Potential: HUMAN RESOURCES SPECIALIST (RECRUITMENT & PLACEMENT) GS-0201-09/11

Career Program: None

Salary: 37428-58867

Duty Location: RANDOLPH AFB

City or County if any: SAN ANTONIO TX

Temporary position: No

Work Schedule: Full-Time

Who May Apply: External noncompetitive [e.g., Interagency Career Transition Assistance Plan (ICTAP), Transfer, Reinstatement, EO 12721, Civilian Intelligence Personnel Management System (CIPMS), 30% Disabled Veteran, Veterans Readjustment Appointment (VRA), Veterans Employment Opportunities Act (VEOA), Employment Program for People with Disabilities, NAF Interchange, and current or former employees of VISTA/ACTION Volunteer, Peace Corps, Foreign Service Officers and Employees, Postal Career Service/Postal Rate Commission, Commissioned Corps of the Public Health Service, National Oceanic and Atmospheric Administration, Panama Canal Commission, General Accounting Office or Administrative Office of the U.S. Courts may be eligible to apply.]

Major Duties: Announcement will be used to fill anticipated vacancies at the GS-09, target 11 level.

Position is physically located at HQ, Air Force Civilian Personnel Center, Randolph AFB, Texas.

Announcement may be used to fill like vacancies within the same geographical location for up to 90 days after the closing date. Attention Interagency Career Transition Assistance Program (ICTAP) Applicants:

Individuals who have special priority selection rights under the ICTAP must be well qualified for the position to receive consideration for special priority selection for vacancies within their commuting area.

Displaced employees of the former Panama Canal Zone will receive priority consideration for vacancies for which they apply and are well qualified throughout the Continental United States. ICTAP eligibles will be considered well qualified if they have demonstrated that their experience exceeds the minimum.

DUTIES: Provides comprehensive staffing and placement services for assigned organizations Air Force wide. With the assistance of a senior specialist, performs internal placement duties, including conducting job analyses, preparing promotion and placement products, and issuing promotion and referral certificates. Performs external recruitment by developing multiple recruitment sources and methods to reach them.

Identifies the major job requirements for positions upon which knowledge, skills, and abilities are based.

Supports and participates in the Quality Program and the administration of self-evaluation. Prepares and completes necessary correspondence, documentation, reports, etc. Prepares and presents briefings.

Provides Total Quality Service, maintains good working relationships and interacts with other Directorate

personnel to resolve issues. Supports Civilian Personnel Flights in their established plans to enhance the employment opportunities of minorities and women.

KNOWLEDGE SKILLS AND ABILITIES (KSA'S): 1. A working knowledge and practical understanding of federal personnel management functions, theories, techniques, and the relationship of the various personnel disciplines. 2. Working knowledge of and the ability to apply laws, executive orders, regulations, policies, and concepts pertaining to staffing, reduction-in-force, and occupational analysis. 3. Knowledge of all aspects of RIF laws, executive orders, regulations, policies, and procedures. 4. Knowledge of automated data processing functions, techniques, and capabilities and the ability to assimilate and translate the logic of personnel management to the data systems. 5. Ability to gather facts and use effective, analytical, and evaluative methods to accurately assess information and make sound decisions.

NOTE: Staffers must reference OPM Operating Manual "Qualifications Standard for General Schedule Positions" and "Job Qualification System for Trades and Labor Occupations" to verify and validate current qualification and physical requirements for positions being announced.

QUALIFICATION REQUIREMENTS: The GS-09 level requires one (1) year of specialized experience equivalent to at least the GS-7 level; or a related master's or equivalent graduate degree or 2 full years of progressively higher level graduate education leading to such a degree or LL.B. or J.D. Such education must demonstrate the knowledge, skills, and abilities necessary to do the work. One year of full-time graduate education is considered to be the number of credit hours that the school attended has determined to represent 1 year of full-time study. If that information cannot be obtained from the school, 18 semester hours should be considered as satisfying the 1year of full-time study requirement. Part-time graduate education is creditable in accordance with its relationship to a year of full-time study at the school attended.

SPECIALIZED EXPERIENCE: Example of specialized experience is having experience and knowledge of the Federal Civilian Personnel Staffing Programs; experience in Windows based information systems; and experience in federal human resource management that demonstrates knowledge of federal personnel regulations, etc.

OTHER INFORMATION: Travel by military and public conveyances may be required. May be required to work an uncommon tour of duty that may include overtime, evenings and weekend. **RESUME AND SELF-NOMINATION MUST BE RECEIVED BY THE CLOSING DATE OF THE ANNOUNCEMENT. FOR FULL VACANCY ANNOUNCEMENT, INCLUDING QUALIFICATIONS AND OTHER REQUIREMENTS, GO TO:** <http://www.usajobs.opm.gov/wfjic/jobs/TT5529.htm>

BASIS OF RATING: Applicants will be rated on an evaluation of the quality and extent of experience, education, and training as described in their resume to the knowledge, skills and abilities (KSAs) listed in this announcement. Applicants applying under VEOA will only be referred if determined to be the best qualified under the base's internal merit promotion criteria.

PAY, BENEFITS AND WORK SCHEDULE: All Federal employees are required by PL 104-134 to have federal payments made by Direct Deposit. The General Schedule (GS) basic pay schedule, which may vary by geographic locality, is based on "comparability with local prevailing rates", which means that your pay is based on what private industry is paying for similar work levels in similar pay areas. This position will be filled on a full-time permanent basis. Upon completing any required probationary period, the position will be permanent. This is a permanent, career-conditional appointment. Selectee will be eligible for health and life insurance, annual (vacation) and sick leave and will be covered under the Federal Employees Retirement System.

OTHER INFORMATION: This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis. This position is subject to provisions of the DOD Priority Placement Program and the Interagency Career Transition Assistance Plan Program (ICTAP). We recommend you visit the following Web sites for bases in which you are interested for information on the local community, cost of living expenses, education, employment, housing availability, relocation and support services: Standard Installation Topic Exchange Service: <http://www.dmdc.osd.mil/sites> Official public Air Force sites: <http://www.af.mil/sites> The Department of Air Force will not pay or assume liability for personal travel, moving expenses, or other relocation costs incurred in accepting employment, except under very unusual circumstances.

How To Apply: To be considered for civil service vacancies serviced by the Air Force Personnel Center (AFPC), you must have a verified resume and supplemental data on file prior to self-nominating for job consideration. If you do not have a verified resume on file and are submitting your resume, you will be able to self-nominate only after your resume has been processed. If you do not have a resume on file, detailed instructions on "How to Apply" are available in our Job Kit at <http://www.afpc.randolph.af.mil/afjobs> or by calling 1-800-699-4473 (within area code (210) 527-2377); TDD users call 1-800-382-0893 (within area code (210) 565-2928) between the hours of 0730 - 1630 (CST). Resumes can be submitted 3 ways: 1) On-line through our Resume Writer at <http://www.afpc.randolph.af.mil/afjobs> 2) By e-mail: Prepare resume as a text file and insert in the body of your e-mail -or- prepare resume as a Microsoft Word document or any other document compatible with Microsoft Word (if you prepare your resume using a version higher than Microsoft Word 2000, you must save document to a lower version) and attach to e-mail. Place "Resume" in the subject line of e-mail and send to: Ext.Resume@afpc.randolph.af.mil 3) Mail hard copy resume to: HQ AFPC/DPCTDC, ATTN: Recruitment Call Center, 550 C Street West Suite 57, Randolph AFB TX 78150-4759. Only properly formatted resumes and supplemental data questions will be accepted. Incomplete resumes or supplemental data will not be considered. The SF 171 and OF 612 are no longer accepted as an application for employment. You must allow at least five working days for the verification of your resume. If you already have an active resume on file with the AFPC, you must self-nominate for this specific announcement. All self-nominations must be accomplished by the closing date.

Please be sure to review for complete qualifications "Who may apply" and "How to apply" information.



Vacancy Announcement

UNITED STATES AIR FORCE (USAF)
AIR FORCE PERSONNEL CENTER (AFPC)

Vacancy Announcement Number:
02OCT123456

Position Title/Pay Plan/Series/Grade or Level/Promotion Potential:
SUPERVISORY AIRCRAFT ENGINE MECHANIC WS-8602-09/09

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Vacancy Announcement Number: 02OCT123456 (This is an Internal Announcement)

Opening Date: 11/15/2002
Closing Date: 11/21/2002

Position Title/Pay Plan/Series/Grade or Level/Promotion Potential: SUPERVISORY AIRCRAFT
ENGINE MECHANIC WS-8602-09/09

[Career Program](#): None
Salary: 46665-54492

[Duty Location](#): DOVER AFB

City or County if any: DOVER, DELEWARE

Temporary position: No
Work Schedule: Full-Time

Who May Apply: Internal Current Permanent Air Force Employees

Major Duties: THIS POSITION IS OPEN TO CURRENT PERMANENT DOVER AFB EMPLOYEES ONLY. THIS IS AN AIR RESERVE TECHNICIAN (ART) POSITION. You must currently be a member of the Air Force Reserve or willing and eligible to join. Retired military personnel, unless currently assigned in an active Air Force Reserve position, are not eligible for Air Reserve Technician positions. Military retirees occupying active Air Force Reserve positions should indicate the position and unit upon submitting their resume. Retired military personnel who are not members of the active Air Force Reserve may not become eligible by waiving their retired pay. Certain physical disabilities have been designated by the Air Force as uniformly disqualifying for Air Reserve Technician positions: loss of sight in either eye; loss of hearing in either ear; loss of all toes on one foot, a foot, or leg; loss of all fingers on one hand, a hand, or an arm. Other disabilities may also be disqualifying. Prior to appointment, you must pass a physical examination and must be found physically qualified for admission to the Air Force Reserve. The Air Force has final responsibility for determining eligibility for admission to the Air Force Reserve. MAJOR DUTIES: The primary purpose of this position is to serve as the section supervisor. As the supervisor you will train reservists in the duties and responsibilities of an Aircraft Engine Mechanic; i.e., modifying and making adjustments to aircraft propulsion hydraulic, electrical and pneumatic systems; repairing propeller and/or engine malfunctions, etc.. Based on established work schedules, you will determine work sequence and make work assignments accordingly. You will ensure that adequate equipment, tools, parts, materials, and assets are available and you will answer questions providing reasons for departure from normal methods, procedures, and operations.

NOTE: Staffers must reference OPM Operating Manual "Qualifications Standard for General Schedule Positions" and "Job Qualification System for Trades and Labor Occupations" to verify and validate current qualification and physical requirements for positions being announced.

QUALIFICATIONS: Applicants will be rated in accordance with the OPM Job Qualification System for Trades and Labor Occupations. Although specific length of time and experience is not required for most trade and labor occupations, you must meet any screen-out element and show in your resume the experience and training you possess. You must meet the quality level of knowledge, skills, and abilities (listed below) necessary to perform the duties of the position at the level for which you are applying. Qualification requirements emphasis is on the quality of experience, not necessarily the length of time.

KNOWLEDGE, SKILLS AND ABILITIES: 1. Ability to modify and make adjustments to aircraft propulsion system parts, components, accessories, and subsystems. 2. Knowledge of aircraft propulsion system hydraulic, electrical, and pneumatic systems. 3. Ability to read and interpret instructions, specifications, and technical orders, etc. 4. Skill in using various types of general and special purpose measuring instruments, tools, and test equipment. 5. Ability to diagnose aircraft propeller and/or engine, component, and/or subassembly malfunctions and determines methods of repair. 6. Knowledge of aircraft propulsion system and components in proper sequence. 7. Ability to disassemble aircraft propulsion system and components in proper sequence. 8. Knowledge of safety requirements outlined in applicable standards, regulations, and technical orders. 9. Knowledge of tool, equipment, and materials accounting and security. 10. Knowledge of USAF technical Order Program and its certification procedures. 11. Ability to clean work area and/or job site upon completion of work.

ADDITIONAL INFORMATION: Physical Requirements: standing, walking, sitting, and lifting up to 50 lbs. Working conditions: works inside and outside and is subject to inclement weather. Incumbent may be required to fly in military or commercial aircraft for TDY (temporary duty) purposes. The incumbent's regular assignments are primarily ART duties; however, the incumbent may also be assigned some non-ART duties, generally no to exceed 30 percent of total responsibilities. Performs other related duties as assigned

BASIS OF RATING: Air Force Internal candidates will be considered for positions by self-nomination without the requirement to submit a resume. Personnel records are used to screen experience, education, training and performance appraisals as coded into the data system.

PAY, BENEFITS AND WORK SCHEDULE: The Federal Wage System is a pay-setting system covering Federal employees who are paid by the hour. The Federal Wage System is based on "comparability with local prevailing rates," which means that your pay is based on what private industry is paying for similar work levels in a specific local wage area. Works rotating shifts and uncommon tours of duty as required.

OTHER INFORMATION: This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis. This position is subject to provisions of the DOD Priority Placement Program and the Interagency Career Transition Assistance Plan Program (ICTAP). We recommend you visit the following Web sites for bases in which you are interested for information on the local community, cost of living expenses, education, employment, housing availability, relocation and support services: Standard Installation Topic Exchange Service: <http://www.dmdc.osd.mil/sites> Official public Air Force sites: <http://www.af.mil/sites> The Department of Air Force will not pay or assume liability for personal travel, moving expenses, or other relocation costs incurred in accepting employment, except under very unusual circumstances.

How To Apply: You may self-nominate for this vacancy by logging into the "My Account" option at <http://www.afpc.randolph.af.mil/afjobs> or by calling 1-800-997-2378 (within area code 210 call 527-2378); TDD users call 1-800-382-0839 (within area code 210 call 565-2928) between the hours of 0730-1630 (CST). All self-nominations must be accomplished by the closing date.

Job Conditions: Applicants for this position must currently be a member of the Air Force Reserve or be willing and eligible to join. It is important that you review the vacancy announcement and supplemental questionnaire prior to applying.